

| Chg Req # | Title  | Author        | Date Submitted | Requirement   | Requirement Change Request Description   | Priority | LOE | Discussion Date | Discussion (and/or options)  | Decision  | Documentation Updates Required                         |
|-----------|--|---------------|----------------|---|--|----------|-----|-----------------|--|---|--|
| 1         | View Finding Codes   | Ti Baker      | 14-May-03      | The system will allow users to view finding codes from the left menu.   | The system will provide users with finding codes on the left menu  | High     | 5   | 20-May-03       | The intention of this requirement is to allow the Co-Team leader to see the findings coded by the screener as an input for assigning a submission.<br><br>Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 2         | Coder Queue  | Ti Baker      | 14-May-03      | The system will provide a Coder queue with sort capability.   |  | Medium   | 8   | 20-May-03       | Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 3         | PADL Submission to Co-Team Leader                          | Ti Baker      | 14-May-03      | The system shall allow PADL to be sent to Co-Team leader without DDIF, ACD, and FAD.  |  | Medium   | 8   | 20-May-03       | Agreed to defer this from R 1.01 consideration in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 4         | Display of Composite Score on Financial Statements reports | Ti Baker      | 14-May-03      | The system will display Public School composite scores as "N/A".  | Currently displays the eZ-audit composite score.   |          | 4   |                 | Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 5         | Display of Public School Composite Score                   | Ti Baker      | 14-May-03      | The system will display Public School composite scores as "N/A".  | Currently displays zero, which leads users to believe that a composite score was done for the school     | High     | 3   | 20-May-03       | Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 6         | Checklist  | Ti Baker      | 14-May-03      | The system will display an "Equity Statement" item on Non-Profit and Public School checklists.  | Currently displayed on the For-Profit checklist  | Low      | 3   | 20-May-03       | This requirement may be written incorrectly. Non-profit and public schools do not have equity. Was the intention to delete existing fields/labels?   |   |  |
| 7         | Financial Statements Flag                                  | Ti Baker      | 14-May-03      | The system will flag financial statement submissions that had an LOC posted for the previous year.  |  |          | 4   | 20-May-03       | Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 8         | Financial Statements Flag                                  | Ti Baker      | 14-May-03      | The system will flag financial statement submissions that had been placed in the zone in the previous year, yet pass on current submission.   |  |          | 4   | 20-May-03       | Agreed to defer from approving this for R 1.01 in favor of QC requirements.  | Postpone  | Add to requirements matrix and designate for "future." |
| 9         | QC   | Ti Baker      | 14-May-03      | The system will provide Financial QC users with access to the FS worksheets to perform the ratio analysis/calculation for non-flagged statements.   | This request is needed because this would be the only part of the QC function not performed in eZ-Audit. |          | 12  | 20-May-03       | This should be grouped with the QC requirements in Change Request # 10.  | TBD (pending further information regarding available hours) |  |
| 10        | Revised QC Requirements                                    | Seth Sinclair | 20-May-03      | 1. The system will route all incoming submissions to a "QC Queue."  | Add the listed requirements for R1.01 to requested QC functionality                                      | High     | 33  | 20-May-03       | Agreed that QC Requirements are the highest priority for addition to R 1.01.<br><br>In the 5/20 session, we were unable to determine if it is possible to add these requirements to R 1.01. A decision is pending FSA verification of having the flexibility to delete at least 1 existing R 1.01 requirement. At least 45 hours will need to be made available (26 are already free based on the initial QC estimate and from deleting a requirement in CR # 11)<br><br>Requests were made to add the following 3 requirements to this list<br>1 - the ability to easily switch off the forced queue<br>2 - ability to see a revision history of changes on the QC page<br>3 - add the QC composite score to the submission summary page.<br><br>It was recommended that any design for QC should be verified with any external stakeholders (OIG, OGC, etc). | TBD (pending further information regarding available hours) |  |
|           |  |               |                | 2. The system will display a compliance audit and financial statement record for each annual submission in the QC Queue.  |  |          |     |                 |  |   |  |
|           |  |               |                | 3. The system will remove a financial statement or compliance audit record from the QC queue when the user selects to submit on the QC page.  |  |          |     |                 |  |   |  |
|           |  |               |                | 4. The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a financial statement. |  |          |     |                 |  |   |  |
|           |  |               |                | 5. The system will determine the submission's completeness status based on the values entered on the QC page.   |  |          |     |                 |  |   |  |
|           |  |               |                | 6. The system will calculate a completeness status of "screened - Incomplete" when the QC user indicates "no" to any question on the QC page.   |  |          |     |                 |  |   |  |
|           |  |               |                | 7. The system will allow the QC user to edit the system-calculated completeness status.   |  |          |     |                 |  |   |  |
|           |  |               |                | 8. The system will provide a QC user the option to save values entered on the QC page.  |  |          |     |                 |  |   |  |
|           |  |               |                | 9. The system will provide a "Last Modified By" section on the QC page that will display the username of each QC user who selects to save or submit.  |  |          |     |                 |  |   |  |
|           |  |               |                | 10. The system will refer a flagged submission to case once QC is complete for both the compliance audit and financial statement.   |  |          |     |                 |  |   |  |
|           |  |               |                | 11. The system will allow a QC user to refer a non-flagged submission to case.  |  |          |     |                 |  |   |  |
|           |  |               |                | 12. The system will provide a QC User role with write access to the QC page.  |  |          |     |                 |  |   |  |
|           |  |               |                | 13. The system will provide case users the ability to view a read-only version of the completed QC page.  |  |          |     |                 |  |   |  |

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|           |  |               |                | 14. The system will display any previously saved values when updating/viewing the QC page for a resubmission.<br>15. The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a compliance audit. |  |          |     |                 |                                   |                         |  |
| 11        | Delete R1.01 "Program Area Requirement | Seth Sinclair | 20-May-03      | The system will display a "Program Area" input field on the Code Findings page.  | Delete this requirement - per design session on 5/13/2003 this requirement is no longer needed/applicable. The R 1.01 LOE for this requirement was 8 days. |          | 8   | 20-May-03       | Approved design session decision. | Delete the requirement. | Set status to "delete" in R 1.01 Rational Requirements matrix. |

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| 12        | Delete new LOC fields requirement | Seth Sinclair | 23-May-03      | The system will provide two fields to capture Reason Requested on the LOC FS Determination page.<br><br>The system will provide two fields to capture Amount on the LOC FS Determination page. | Delete as discussed during the 5/20/2003 design session. | N/A      | N/A | 27-May-03       | Approved design session decision. | Delete the requirement. | Set status to "delete" in R 1.01 Rational Requirements matrix. |

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| N/A       | R 1.01 Design Approval | Design Team | 4-Jun-03       | <p>Sign-off on R 1.01 Design</p> <p>Reviewed and Approved</p> <p>UC 1 – Manage Users</p> <p>UC 10 – Code Findings</p> <p>UC 13 – Assign Submissions</p> <p>UC 15 – Select an Institution</p> <p>UC 17 – Send to Co-Team Leader for Approval</p> <p>UC 20 – Complete DDIF</p> <p>UC 29 – Resolve Waiver Request</p> <p>UC 30 – QC</p> <p>UC 31 – Unsolicited LOC</p> <p>Pending Approval</p> <p>UC 7 – Query</p> <p>UC 9 – Create Submission</p> <p>UC 32 – Backing Letter Upload</p> <p>UC 23 – Create Determination for FS</p> <p>UC 33 – Backing Letter Accept</p> | Approve R 1.01 design                  | N/A      | N/A | 4-Jun-03        | <p>1) Reviewed Use Cases 7, 9, 23, 32, and 33</p> <p>2) Release 1.01 Design is approved pending the implementation and delivery of the following changes:</p> <p>UC 7 - Query (Administrative Stay requirement)</p> <p>- Display "username" of user who takes any admin stay action and display action taken (start, stop, cancel)</p> <p>- Add a "cancel" function. Cancel is only applicable after admin stay is started. Cancel cannot be performed for an admin stay that has already been started and stopped.</p> <p>- Admin Stay functionality will only be available to users with the "Co-Team" leader role.</p> <p>- Add text to "audit" section title to state "Requires OCFO Approval."</p> <p>- Update list of submission reasons on the Search page to reflect all available in the system.</p> <p>UC 9 - Create Submission</p> <p>- Modify reference to Unaudited Financial Statement submission to reflect text/options on the upload page.</p> <p>UC 32 and 33 - Letter of Public Status Upload and Accept</p> <p>- Change all references to "Backing Letter" to "Letter of Public Status" (per Sherry's research 6/4)</p> <p>- Add notifications to acknowledge 1) receipt 2) accepted 3) rejected</p> | R 1.01 design approved w/changes implemented. | Update use cases per action items identified in the discussion. |

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| N/A       | Proposed "School Group" Requirements | Seth Sinclair | 10-Jun-03      | <p>1) Ability to change the "Submitting" School for a Group Requirement should include a User Interface component Module would provide Admin User the ability to change the Submitting School for a group but will not allow the user to add or delete group members<br/>Implementation requires a change to the current PEPS interface to remove current process of setting first school in the group as the Submitting School</p> <p>2) Allow New Submitting School to View Historical Info for the Group<br/>Implementation requires code changes to the Home, View Historical Submissions, and Additional Information Pages</p> | Consider requirements for R 1.01       | N/A      | See Decision | 10-Jun-03       | <p>Reviewed proposed school group requirements for 1) Ability to change the "submitting" school for a group and 2) Allowing a new "submitting" school to view historical info for the group (see attached slide for details)</p> <p>Presented an LOE of 11 days for requirement #1 (Simple JSP (3 days) + Medium Java (8 days))</p> <p>Presented an LOE of 8 days for requirement #2 (Medium Java)</p> <p>Discussed that these requirements should also include moving full ownership of School Group data to eZ-Audit, including ability to add and remove schools. When this additional functionality is incorporated into requirement #1 above, the LOE increases to 16 days (Simple JSP (3 days) + Complex Java (12 days) + Simple Interface (1 day))</p> | <p>Agreed that the preferred method for handling School Group issues is to walk through the entire process, document all requirements, and implement as part of a 2.0 release.</p> <p>Ti will meet with the Core Team to determine FSA's approach to implementing new School Group requirements. The functional team will not take any further action</p> | N/A                            |

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| 13        | Add OPE ID Search for Ed Administrators | Cricket Hosier | 6/17/2003      | The system will provide an ED Admin user the ability to search for Users by OPE ID on the ED Admin home page. | Add to Release 1.01                    | Low      | M<br>Java<br>(8 days) | 24-Jun-03       | 1) Reviewed proposed requirement to add "OPE ID" to ED Admin User Search Page<br><br>2)Agreed that this requirements is Low priority and that it should be designated as "future." There are no impacts to the R 1.01 schedule<br><br>3)Seth will add the requirement to Req Pro for future tracking | Add as future requirement | Update Req Pro with new requirement |